WEB TIME ENTRY INSTRUCTIONS

Approving Time Sheets as the Time Sheet Org Approver

1. Log in to PAWS.
2. Select the **Employee** tab or **Employee Information** from the Main menu.
3. Select **Time Sheet** on the Employee page.
4. Select the **Approve or Acknowledge Time** radio button on the Time Reporting Selection page.
5. In the **Act as Proxy** dropdown field list, select **Self**.
6. Click the **Select** button.
7. In the **Time Sheet** section of the Approver Selection page
   a. Select the **My Choice** radio button next to the **Department and Description (time sheet org)** that you want to approve.
   b. Select the pay period that you want to approve from the **Pay Period** drop down field list.
8. In the **Sort Order** section of the Approver Selection Page, select a radio button for sorting the list of employees’ time sheets for viewing.
9. Click the **Select** button.
10. On the Department Summary page
    a. **Option 1:** Click the **Approve or FYI checkbox** next to the employee’s time sheet that you want to approve. Click the **Leave Balance** link on the right to view the employee’s leave balances. To view the **details** of an employee’s hours by day, click on the employee’s name.
       Note: Salaried and contract employees’ hours consists only of their exception hours e.g. sick pay and vacation hours. If no exception hours are reported, their hours will be 0.
    b. **Option 2:** If an employee’s time sheet hours are incorrect, click the **Return for Correction checkbox**. This will return the time sheet to the employee for correction and re-submission and approval.
11. After checking an option, click **Save** to approve the time sheet.